ATTORNEYS ADMITTED TO NDFL PRIOR TO NOVEMBER 23, 2015 INSTRUCTIONS FOR CJA ATTORNEYS ADMITTED WITH AN UPGRADED PACER ACCOUNT

- 1. If you have an Upgraded PACER account, go to Step 2 (obtained after August 11, 2014). If you have a Legacy PACER account, upgrade your **private** (personal) PACER account. NOTE: If you have only a CJA account and not a personal PACER account, create a new PACER account. Click 'Continue' if the system matches any of your existing information (like your email address) from your exempt account.
- Contact the PACER Service Center (PSC) by phone at 800-676-6856 or email at pacer@psc.uscourts.gov. Provide your name, PACER username, and the account number of your upgraded PACER account, and the Northern District of Florida as the court in which you are appointed to the CJA panel. The PSC will send you an email with instructions on how to proceed.



- 3. Link your Upgraded PACER exempt account to your CM/ECF (filing)
 Account when Northern District of Florida goes live with NextGen. (See instructions for Linking an Upgraded PACER account to a NextGen CM/ECF Account)
- 4. When viewing documents or docket sheets in a case in which you are appointed, change your PACER Exemption Status. In NextGen CM/ECF Go to Utilities and then Change PACER Exemption Status.

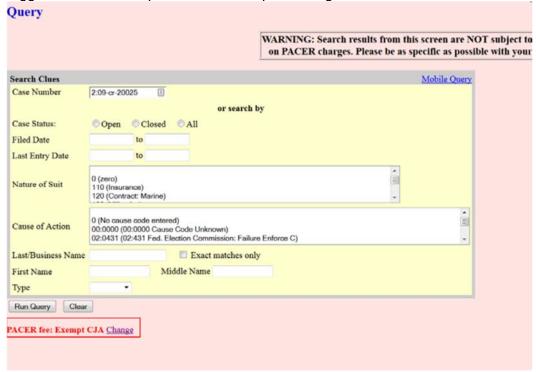


ATTORNEYS ADMITTED TO NDFL PRIOR TO NOVEMBER 23, 2015 INSTRUCTIONS FOR CJA ATTORNEYS ADMITTED WITH AN UPGRADED PACER ACCOUNT

 Select CJA and then Submit. NOTE: the exempt setting is good only for this session. The next time you access the system, your exemption status is Not Exempt. You must change it back to CJA in each new session where you are acting in your CJA capacity.



6. Note the **PACER fee** message at the bottom of your screen. Use it to toggle between Exempt and Non-Exempt in a single session.



- 7. For additional information view the PACER CJA Electronic Learning Module.
- 8. If you are appointed as a CJA attorney in another federal court, there are special instructions for using your PACER account in a non-NextGen court. View the PACER CJA Electronic Learning Module or contact PSC by phone at 800-676-6856 or email at pacer@psc.uscourts.gov.

ATTORNEYS ADMITTED TO NDFL PRIOR TO NOVEMBER 23, 2015 INSTRUCTIONS FOR CJA ATTORNEYS ADMITTED WITH AN UPGRADED PACER ACCOUNT

9. Your support staff is entitled to an exempt PACER account. Contact PSC by phone at 800-676-6856 or email at pacer@psc.uscourts.gov and provide them with the staff person's name, PACER username and account number, name of the CJA attorney, and the Northern District of Florida.